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## Approved For Release 2009/09/02 : CIA-RDP05T00644R000601730030-5 ILLEGIB

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MEADRANDOM FO	R: Euputy Director of Central Intelligence	<b>∂</b>
FROM	: Harry E. Fitzwater Director of Personnel	•
SUBJECT	: Fallow-up Report on FY 1979 Armuni Per Plan Counseling Cases	sonnel
RETERENCE	: Nemo for Heads of Career Services fr D 10 Jun 79, subj: IN 79 APP, Phase I	DCI, dad 🕟 🖟
		•
Same of the Culture	on Requested: This memorandum transmits to	OI CUDIONES
ranked in the	Now percentile due to poor performace and the according to the FY 1979 Arrual Personnel analysis of the repo	nel Plan, 25X1
in the recess	endations in paragraph 6.	. 25X
submitted by the lowest por consisted and reassignment, dated Agency on the cast reflect the consistent from report from	pround: The FY 1979 Annual Personnal Plear the Career Services reported employees recentile due to peer performance. Of the din cases some remedial action was take, training, termination). When you reviews APP, you directed the Office of Personnel ses in which no action was taken. The attractive status of each employee in that grown the E Service; they had no one ranked in	were  ten (o.g., ed the consoli- to follow-tp  chied reports oup. There is
3. The Pecause of the unny instance	to performance.  following statistics summarize the Career he limited amount of information furnished es it proved difficult to place individuals A judgment call was therefore rade. Since then one category the total below exceeds	s in appropriate s many employees
	Performace has improved	
`	Employee has been reassigned Within Career Service Between Career Services	25X1
•		

Information is insufficient

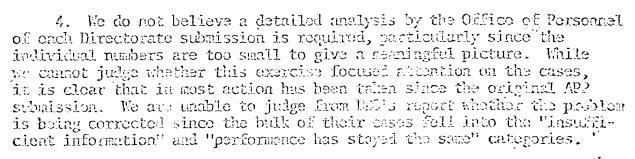
Performance needs to be closely monitored

Performance has stayed the same

Poor performance appears to be related to a medical problem

Employee's low ranking appears to be statistical not performance based

Employee has left the Agency



- 5. Based on our review of all the reports, and informal checks on several of the cases, it should be borne in mind that these employees may not necessarily be "worst cases" they are rather, those in which no action was taken. We believe we should also be remitoring the \_\_\_\_in which remedial action has been taken. It seems apparent that unless senior management gives close and continuing attention to these problems some of the same ones are likely to appear repeatedly on future reports.
- 6. <u>Recommendation</u>: Based on our analysis of the follow-up reports, the following actions are recommended:
- a. That this exercise be reviewed with the Executive Committee, making it clear that Career Sorvice Heads, these contraindicated by unusual circumstances, have the responsibility for cesuring that action is taken in all cases of poor performance.
- b. That Career Service Heads be encouraged to make wider use of downgrading. We believe in some cases a problem exployee could become an effective performer and hence salvaged, if reduced in grade, rather than terminated.
- c. That Career Service Heads be directed in those cases where all reasonable attempts at "salvage" have been unsuccessful, to consider involuntary retirement or termination.

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d. That Career Service Heads be reminded that procedures exist which they should be utilizing in the handling of these cases and that the resources of the Office of Personnel are available to provide guidance and assistance.

With your approval, we will add an agenda item concerning these counseling cases to a future Executive Committee meeting and establish follow-up monitoring by the Office of Personnel to ensure that appropriate action is taken.

> Deputy Director of Contral Intelligence Date

> > Date

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Distribution:

DISAPPROVED:

Attachments

**GEVORSSA** 

Orig - Adse (To be returned to D/Pers), w/atts.

Deputy Director of Control Intelligence

I - DDCI, w/atts.

1 - IR, w/atts.

2 - D/Fors, w/atts.

1 - OP/PAGS, w/acts.